

MINUTES
BBI Board of Directors Meeting
January 21, 2022

(Attending: **Larry Gust, Jeanne McLaughlin, Spark Burmaster, Sonia Hoglander, Christopher Bell, Annette Koch, Andrew Guido, Michael Conn, Executive Director, Erik Rosen, scribe. Miriam Lindbeck, (SAC)**)

1. Call for additional agenda items
 - a. Andrew asked about the Strategic Planning process. He'd like to add a discussion to a future agenda.
2. Approve December meeting summary
 - a. Approved for posting.
3. Treasure's report: (JM)
 - a. Agrees with Michael's ED report. She added that the fact that we have "a lot" of money, and said we should feel proud and fortunate. She explained that having this money is necessary to help us secure grants by showing potential grantors that we are sustainable.
4. Keep in mind as we proceed: What do we need from advisory board members?
 - a. Noted
5. ED Report, P&L: Questions and Comments
 - a. Chris commented on the Northern Lights College initiative and asked how that came about. Michael explained how the college operates, their remoteness and how that encouraged them to seek alternative options for their students to continue to learn. Larry added it would be possible to set up regularized Zoom meetings with the instructors so the students can ask questions while going through the courses.

Sonia asked about an updated timeline on the medical program. Michael expects to have a more accurate budget sometime next week. He added Erik and he will be meeting with a potential grant-writing team next week who may be interested in volunteering to help fund this effort.

Andrew asked about Kanuga and Michael explained where we stand re: contracts.

Re: new IEQ sessions, Larry offered to drop off of the periodic EMR calls (as there are already others on the line – including Mitch) and attend the IEQ Zoom meetings as the expert in residence.

6. Succession Planning (JM)
 - a. Still need Instructors and lab leaders generic job description
 - a) In progress.
7. IP agreement Status: Contributor Third Draft review. (MC)
 - a. Michael said he now needs to draft individual copies for each instructor.
8. Service MarkSM status: Review status due Oct
 - a. Michael reported everything is still pending.
9. Documentary status following COVID postponement (MC).
 - a. No update.
10. Discuss Alex Stadtner's replacement (Cathy Cooke, Ryan Blaser, Stephanie Kerst)

- a. The board discussed the merits of each candidate. The board voted unanimously for Stephanie Kerst.

11. Discuss Board size change.

- a. revisit third quarter

12. Committee Reports

a. Membership Automation & Document Management System Execution Team (SH)

a) MS Business Sharepoint implementation progress

- 1. Sonia reported that she is hoping to bring Andrew on-board with his Sharepoint experience. She also reported Erik moved the recent 212 Student Folders over, and now it needs to be reformatted for ease of access for students. Andrew stated he has some experience, but is by no means an expert in all things Sharepoint. Sonia said we need to have a meeting to get on the same page re: who does what

b) Membership Committee – Membership tracking status (Dynamic 365)

- 1. Sonia said she added a module that has an interface for a higher-ed organization, so it has built in fields we just need to populate. She added it comes with a web portal. She said she is working with Ken Gartner and will be providing him a data map/schematic which will help importing the data. Annette asked if students are entering their own CEUs, how do we verify those? Sonia explained that initially it would be on the honor system.

Sonia emphasized that membership is the first and primary priority for automation.

b. Membership Committee (SH)

- a) Define meaning of BBI Membership levels
- b) Adding membership value using segmented Zoom videos

c. Potential New Board Member (JM, ER)

- a) No Activity at present

d. Student Advisory Committee (ML)

- a) Status: Migration of student survey to Survey Monkey
- b) New member recruitment status

- 1. Miriam reported they (SAC) are working get the IEQ forum launched. She said once that has been launched, they will be working on a potential class to offer business guidance. Andrew offered to be a resource with his deep business/consulting experience.

Miriam has nothing to report.

e. Professional Development Committee (AK)

a) Advanced EMF Training: MEP webinar by Mitch M

- 1. Annette reported Mitch has been super busy with work, but should have the video to the PDC by February 10 for their review. Michael added the raw footage may be sent to an editor first, who will work under Mitch's guidance.

b) BBI 311 template development by Stephen Collette.

- 1. Stephen just received all but two pieces of the advanced IAQ equipment. Stephen is waiting for some guidance/deadline from the board. It is currently on the back-burner.

c) Status IBN

1. No updates.

d) BSP11– On hold

f. 2023 BBI Hybrid Conference Exploratory Committee (CB)

a) No new info.

13. Based on this meeting, what do we need from advisory board members? (All)

a. noted

b. Keep Peter Sullivan in the loop re: documentary format and plans once decided with Spencer?

a) On hold.

14. Strategic Plan

a. Andrew stated that while the plan is not in the format he's used to, he was simply wondering whether there is an annual review, or what the process is between updates. Sonia explained the history of the rewrite. She also added we now have KPIs which we are following and discussing quarterly.